

~~ADMINISTRATIVE
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DD/S&T-1207-66

1 March 1966

MEMORANDUM FOR: DD/S&T Secretaries

SUBJECT: Correspondence Regulations

1. Mr. Helms has expressed a preference that when the addressee of a letter is entitled to be called "Honorable," it be written as "The Honorable." The man's title should be placed on the same line as the name, unless the line is too long. The name of the Agency or Department goes on the following line.

Example: The Honorable David E. Bell, Administrator
Agency for International Development
Department of State
Washington, D.C. 20525

This does not apply where the title and Agency are combined, such as:

Secretary of Defense
Secretary of State
etc.

Mr. Helms also would prefer that inside addresses be held to four lines.

2. If any questions should arise, please call Tish or Alice, ext. 7713.

3. We are told a correspondence manual is forthcoming.

25X1

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